

# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

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## **Supporting Transitioning Foster Youth Request for Proposals**

The Foundation supports the Hawaii Youth Opportunities Initiative, a Co-Investment site with the Jim Casey Youth Opportunities Initiative. Therefore, the Foundation offers this Request for Proposals to provide support to Hawaii's transitioning foster youth through projects that are aligned with the Jim Casey Youth Opportunities Initiative and the Hawaii Youth Opportunities Initiative. Grant seekers are encouraged to visit the Jim Casey website for more information at [www.jimcaseyyouth.org](http://www.jimcaseyyouth.org). If your project aligns with the funding priorities, please contact Pam Funai at 566-5537 or 888-731-3863 (toll free) or [pfunai@hcf-hawaii.org](mailto:pfunai@hcf-hawaii.org) to discuss your project and for access to the online application.

### **Funding Priorities:**

Preference will be given to proposals that align with the Jim Casey Youth Opportunities Initiative. Successful projects and programs will demonstrate youth engagement in development and be designed to result in improved youth outcomes in one or more of the following areas:

- **Permanence** – *Every young person has an adult to rely on for a lifetime and a supportive family network.*
- **Education** – *Young people acquire education and training that enable them to obtain and retain steady employment.*
- **Employment** – *Young people support themselves by obtaining and retaining steady employment.*
- **Housing** – *Young people have safe, stable and affordable housing and have access to transportation for work and school.*
- **Physical and Mental Health** – *Young people have health insurance for both physical and mental health.*
- **Personal and Community Engagement** – *Young people have supportive relationships in the community that help them achieve their personal goals.*
- **Financial Capability** – *Young people manage their budgets and achieve their financial goals.*

### **Eligibility Requirements:**

- Tax-exempt Hawaii organizations are eligible to apply. This includes nonprofit organizations, 501(c)(3) organizations, religious organizations that are exempt from taxation, and units of government.
- Programs must preferentially and primarily (more than 50%) serve current or former foster youth, age 14-24, who were in state child welfare or mental health systems after their 14<sup>th</sup> birthday, even if they were adopted or legally reunited with their birth families prior to the age of majority.

**Grant Range, Duration, and Exclusions:**

- Grants usually range from \$10,000 to \$75,000 per year.
- Requests are considered in relationship to the size of the organization's operating budget.
- Unless the organization's clientele are solely legally recognized as current or former foster youth up to the age 24, administrative fees are capped at 5% per grant award. The Foundation reserves the right to determine those costs that are administrative and subject to the limited percentage.
- Requests for up to three years will be considered. If funded, subsequent years will be contingent on the submission of satisfactory progress reports.
- Capital requests and endowments will not be funded.

**Proposal Review Criteria:**

The strongest proposals will be those that meet all or most of the following criteria:

***Integrity of the Proposed Program***

- Program is aligned with one or more of the youth outcomes identified by the Jim Casey Youth Opportunities Initiative.
- Program is well-defined and likely to be successfully implemented.
- Organization demonstrates the ability to deliver the program.
- Program budget is adequate and program costs are reasonable and consistent with the narrative.
- Program design includes youth input and will engage the target population.

***Potential for Impact of the Program***

- Program clearly identifies intended outcome and the means to measure progress.
- Program evaluation is clearly incorporated into program design,
- Program demonstrates the ability to leverage other resources (such as funds, in-kind or community partnerships).

**Online Submission:** This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

**Note:** If you are requesting an account, it may take a few days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

The online application will request the following:

**A. Proposal narrative:**

- 1) Describe your organization (*Maximum 3,500 character count single spaced*)
  - What is the organization's mission, geographic reach, and volunteer and/or paid staff size?

- What is the organization's experience in this field?
  - What are the staff capabilities to conduct the proposed work?
- 2) Describe the strategies and activities required to implement this program. (*Maximum 7,000 character count single spaced*)
- What key activities will occur?
  - What is the projected timeline?
  - Why is this program design expected to be effective? Describe any research and best practices that influenced this program design and any modifications that have been made.
  - If this is a multi-year request, please describe your expectations for how the program will develop, including specific activities for each year.
- 3) Describe which Jim Casey Youth Opportunity Initiative youth outcome(s) your program is designed to address. (*Maximum 4,000 character count single spaced*)
- What is the outcome area(s) your program is intended to address: permanence, education, employment, housing, physical and mental health or personal and community engagement?
  - Within the identified outcome area(s), what specific outcomes are you trying to achieve?
- 4) Describe how you will evaluate the outcomes of the program. (*Maximum 4,000 character count single spaced*)
- What are the indicators of progress towards the specific outcome identified in Q3?
  - What targets and measures will you use to demonstrate progress? (Include estimated numbers.)
  - How will you track participation and changed outcomes?
  - How will you obtain feedback, make improvements and determine effectiveness?
- 5) Describe the community partnerships required to implement this program or project. (*Maximum 3,000 character count single spaced*)
- What other organizations do you intend to partner with to achieve impact? If you've worked together prior to this application, please describe those partnerships.
  - What discussions or commitments have you had with these organizations? What level of commitment have these partners made?
  - What roles will each organization perform in this project?
- 6) Describe your funding plan. (*Maximum 4,000 character count single spaced*)
- Explain the project budget, include adjustments to be made if not all anticipated funding is received.

- For what duration of time will funding be requested from the Foundation?
- What other sources of funding are committed to implementation of this project?
- What are the other prospective sources of funding once Foundation funding ceases?

## **B. Additional documents**

- Project or program budget, detailing expenses and all sources of revenue (secured and unsecured) that will support the project or program. For multi-year requests, provide a cumulative budget and budgets for each year.
- Organization's annual operating budget for the current year.
- Organization's balance sheet for the most recently completed fiscal year.
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year.
- Board of Directors list
- 501(c)(3) determination letter, if newly established 501(c)(3) within the last year.

### **If you are using a fiscal sponsor, please submit the following documents:**

- Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship:  
<http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Fiscal Sponsor's agreement:  
<http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Your organization's Board or leadership group list
- Fiscal Sponsor's Board of Directors list
- Fiscal Sponsor's Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year
- Fiscal Sponsor's Balance Sheet for the most recently completed fiscal year
- Fiscal Sponsor's Annual Operating Budget for the current year.

*(Local units of national organizations must submit local unit financial information.)*

## **File Naming Format for Supporting Documents**

For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #\_Your Org Name\_Name of File. (For example, '145\_HCF\_Budget.pdf' or '145\_HCF\_Board of Directors.doc').

## **Deadline**

For applications to be considered they must be submitted online by clicking the "Submit" button on the final page of the application. Applications submitted by 5:00 p.m. (HST) on these dates will be considered at the next Board of Trustees meeting in the following months:

*Revised December 2016*

January 17, 2017 for the March meeting  
May 15, 2017 for the July meeting  
September 15, 2017 for the November meeting

For more information, contact Pam Funai via e-mail at [pfunai@hcf-hawaii.org](mailto:pfunai@hcf-hawaii.org) or call (808) 566-5537 or toll-free from neighbor islands (888) 731-3863 ext. 537. The Foundation does not accept incomplete applications or applications from organizations with overdue reports.